

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: EDITOR II
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2639

DEPARTMENT STATEMENT

The Judicial Council of California, Administrative Office of the Courts in San Francisco, is accepting applications for the position of copyeditor for its Editing/Graphics Group in the Office of Communications.

The copyeditor will provide copyediting services and publication coordination for the Administrative Office of the Courts and other judicial branch agencies. Publications include legal reports, handbooks, newsletters, rules of court, legal forms, brochures, and Web copy.

RESPONSIBILITIES

- Edit assigned written materials, reports, rules of court, legal forms, correspondence, marketing copy, and publications for grammar, style, voice, tone, logic, format, and polished presentation to the public;
- Coordinate production of written materials for print or electronic publication, monitoring production of own projects and working with authors, freelance professionals, vendors, graphic designers, and other AOC staff—Conform style elements to the *California Style Manual* and the *Chicago Manual of Style*;
- Check the format of legal citations, footnotes, bibliographies, and indexes;
- Verify the accuracy of facts and statistics;
- Coordinate typesetting and production;
- Evaluate artwork and charts for appropriateness and quality;
- Suggest rewrites to authors as appropriate;
- Advise clients on copyright and permissions issues and agency graphic standards
- Review front matter of publications;
- Recommend organization and effective presentation of material;
- Rewrite and restructure for logical organization and clarity;
- Recommend design and format of materials, applying AOC graphic standards;
- Confer with clients to define work requirements and consult with clients to shape new publications;
- Work with designers to produce effective, professional-quality publications;
- Contribute to the development of style manuals and procedural guidelines and forms for use by AOC Staff; and
- Occasional evening and weekend work may be required.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with a specialty in English or a related field such as journalism or literature, and two years of professional copy editing experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

Knowledge of:

- Principles of effective communication and language mechanics in English;
- Established editorial conventions and procedures;
- Legal terminology, legal citation style, and principles of basic legal research;
- Principles of graphics and book design;
- Basic publishing methodology, including typesetting and design software and hardware, prepress production, and printing/binding methods;
- Standard editorial style manuals;
- The operation of personal computers and the use of specified computer applications, such as word processing;
- Principles and techniques of preparing effective oral presentations and written materials; and
- Basic statistical principles.

Ability to:

- Evaluate technical, statistical, and legal material;
- Analyze manuscripts and organize materials in logical order;
- Write clear, concise copy;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing;
- Communicate effectively in English, orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Use tact and discretion in dealing with those contacted in the course of the work; and
- Communicate and work effectively with staff at all levels.

DESIRABLE

- Familiarity with elements of typography and book production is preferred. Knowledge of legal terminology and familiarity with the *Chicago Manual of Style* are also helpful.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by **September 15, 2006**, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "**Public Info./Communications**", and search for **Job Req #2639, Editor II**. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$4,184 - \$5,086 per month
(The starting salary will vary between \$4,184 - \$4,602)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave

- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
EDITOR II
(Req. # 2639)**

So that we can better assess the qualifications of each applicant, please respond to the following questions. Your answers to all of these questions should be no more than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Please describe your experience in editing legal materials, marketing materials, training materials, and books.

2. Please describe your in-house production experience. Include the types of publications you have worked on and in what setting. Also, explain your role.

3. What style manuals and documentation methods have you used in your work?

4. What experience have you had in editing Web or electronic material?